Udupi 10-1-2024

KIRAN KUMAR Padma Kiran, Jodurasthe, Alevoor Nr. V4 Developers, Alevoor , Udupi – 574118 +91 7899666131,7760300131

Respected Sir,

Sub : *Application for the Suitable post Accordingly.*

I am here by sending the application along with the Resume.

If you consider me as a candidate for the above mentioned post, I would attend the interview as per your schedule.

Thanking You,

Yours faithfully,

KIRAN KUMAR



Kiran Kumar "Padmakiran" Near Jodu Rasthe, Alevoor, Udupi – 574118 Mob: +91 7899666131, 7760300131

E-mail: kiran22lucky@gmail.com

Objectives:

To obtain good role and responsibilities that will utilize my experience. Strengths in developing new ideas and new markets with proven capability to identify business opportunities, structure organizations, launch new ideas, and implement business plans. Seeking an opportunity to utilize my extensive experience with a company that offers growth and increasing responsibility.

Skill:

- Possess strong written and verbal communication skills.
- Demonstrated quantitative and analytical skills with strong attention to detail.
- Ability to handle multiple tasks and meet deadlines.
- Proven track record of supervising and monitoring materials.
- Possess strong interpersonal and problem solving skills.
- Highly motivated individual exhibiting initiative, flexibility, and professionalism in managing multiple tasks in a fast pace productive environment.
- Ability to adapt to new environment quickly, strong team player and an enthusiastic learner.

Qualification:

Under Graduate (B.com)

Professional Experience:

Company	Duration	Designation	Total Experience in years
M/s VIR TECHNIQUE	January 2001 - July 2003	Sales Officer in Udupi/Mangalore	2.5
M/s BHARTI TELECOM PVT. LTD., UDUPI	August 2003 – September 2004	Sales Executive in Udupi	1
M/s ASPA AUTO LAMPS PVT. LTD.,	October 2004 – April 2006	Sales Executive in Bangalore	2
M/s VIG MANAGEMENT PVT. LTD.,	April 2006 -March 2009	Marketing Officer in South India	3
M/s Manipal Technologies Ltd.,	Since June 2011 -	Manager – SCM (Procurement)	13

Responsibilities:

- Responsible for developing new vendors (New vendor developer)- Identifying and developing alternate vendor source for achieving cost effective purchases of raw materials and outsourcing requirements.
- Effective material management and inventory control to maintain smooth flow of materials for production with minimum inventory carrying cost.
- Creating Purchase Orders in SAP MM, ERP & MS Access.
- Engages in periodic materials requirement planning, forecasting and reporting process to help initiate timely procurement and delivery systems.
- Review purchase order claims and contracts for conformance to company policy.
- Invoice verification and coordination with Finance to proceed payments to Vendors.
- Negotiations with supplier / contractors; ensuring timely delivery / implementation & discount(s).
- Develop Procurement procedures, strategy, organization and administration.
- Fixing re-order level.
- Maintaining the inventory value.
- Vendor relationship with TNPL, West Coast, JK Paper, BILT, Viva Graphics, Videojet, Heidelberg, Micro Inks, Siegwerk, Loparex, Spoton Coatigs, DIC India, Henkel, SPB etc...
- Import Purchase Chemicals, Paper, Raw Material etc.
- Co-ordination with logistic department, Planning, Production, Costing, Stores etc...

Personal Profile:

Date of Birth	:	September 08, 1979
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Languages Known	:	English, Hindi, Kannada, Tulu.
Contact No.	:	+91 7899666131, +91 7760300131

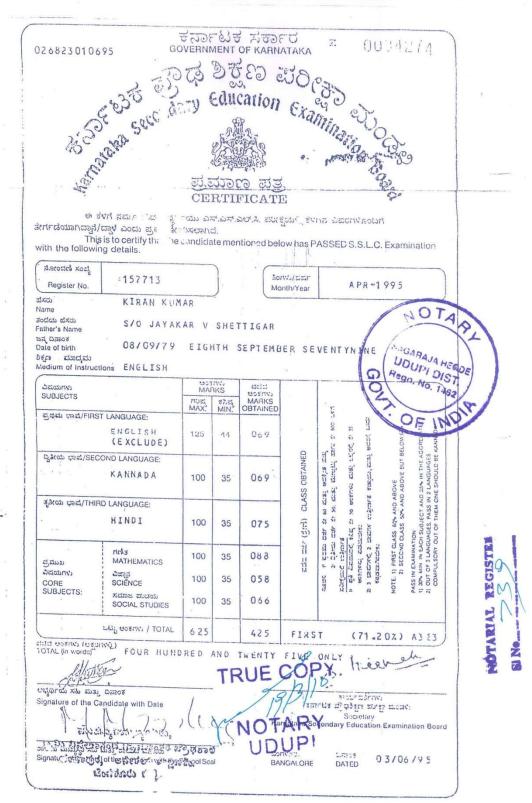
Declaration:

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Yours Faithfully,

Date: 10-1-2024 Place: Manipal, Udupi

Kiran Kumar



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भारत गणराज्य REPUBLIC OF INDIA

हसके दवारा, भारत गणराज्य के राष्ट्रपति के नाम पर, उन सभी से जिनका इससे संबंध हो, अनुरोध एवं अपेक्षा की जाती है कि वे धारक को बिना किसी रोक-टोक के स्वतंत्र रुप से आने-जाने दें और उसे हर तरह की ऐसी सहायता और सुरक्षा प्रदान करें जिसकी उसे आवश्यकता हो।

THESE ARE TO REQUEST AND REQUIRE IN THE NAME OF THE PRESIDENT OF THE REPUBLIC OF INDIA ALL THOSE TO WHOM IT MAY CONCERN TO ALLOW THE BEARER TO PASS FREELY WITHOUT LET OR HINDRANCE AND TO AFFORD HIM OR HER, EVERY ASSISTANCE AND PROTECTION OF WHICH HE OR SHE MAY STAND IN NEED.

122010	भारत गणराज्य के राष्ट्रपति के आदेश से
	BY ORDER OF
	THE PRESIDENT OF THE REPUBLIC OF INDIA
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JAYAKAR VENKAT SHETTIGAR			
माता का नाम / Name of Mother		1,1,1	
LALITHA JAYAKAR SHETTIGAR			
चलि या पत्नी का नाम / Name of Spouse		· · · · ·	
CHANDRIKA KIRAN SHETTIGAR		::::	
पता / Address			
5-36, MAIN ROAD, JODU			
RASTHE ALEVOOR, UDUPI			
PIN: 574118, KARNATAKA, INDIA			
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